

Internal Employee Referral Request

Subject: Internal Referral Request - [Department/Position]

Hi [Colleague's Name],

I hope you're having a good week! I wanted to reach out about an internal opportunity that just opened up in [department/team name].

As you know, I've been interested in transitioning to [type of work/department] for some time now. The [position title] role that was just posted seems like an ideal next step for my career here at [company name]. Given our collaboration on [specific project/initiative], I thought you might be willing to put in a good word for me with [hiring manager/team].

I believe my experience with [relevant company projects/skills] and my understanding of our company culture and processes would make me a strong internal candidate. Plus, our work together on [specific example] demonstrated my ability to [relevant skill/quality].

Would you be comfortable providing an internal referral or introduction to [hiring manager's name]? I understand if you prefer not to get involved in internal hiring decisions, and I completely respect whatever you decide.

If you're open to it, I'd be happy to share my updated internal resume and discuss how my background aligns with the role.

Thanks for considering it!

Best,

[Your Name]

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